

IT INVESTMENT MANAGEMENT - CONTROL (2.0)
TRANSITION / DEPLOYMENT STAGE (2.6)

Number	Phase/Stage/Task	Process Description
2.6	Transition / Deployment Stage	<p>Entrance Criteria: <i>The Entrance criteria for the Transition/Deployment Stage is a completed and signed Transition/Deployment Readiness Review Memorandum from the Project Sponsor.</i></p> <p>Purpose: <i>The Transition/Deployment Stage completes the Security Accreditation Package, user training, implements software, and documents lessons learned. The stage concludes with the Operational Readiness Review.</i></p> <p>Exit Criteria: <i>The Transition/Deployment stage exit criteria is for the Project Sponsor to provide a completed and signed Operational Readiness Review Memorandum, with all action items resolved. This will be followed by a Record of Deployment Memorandum which confirms deployment of the new system, identifies problems encountered, and describes any unresolved issues.</i></p> <p><i>Transition/Deployment is the final stage in the Control Phase. The next stage, in the Evaluate Phase, is the Operations/Maintenance Stage.</i></p>
		Decisions (Go/NoGo Points): <i>ITIB decision to deploy the system.</i>
		Deliverables:
		Time Frames:
		Who's Involved : <i>Project Manager, IT Security Specialist, Project Sponsor, ITIB, SCO/IMG and the project team.</i>

Number	Phase/Stage/Task	Process Description
2.6.1	Information System Security Officer and Project Manager/Sponsor establish acceptable level of risk	<i>Purpose: The individual assigned system security responsibility must complete the Security Accreditation before the system enters operation. The Security Accreditation documents the system's operational risk assessment. The Designated Approval Authorities (i.e., the Information Systems Security Officer and the Project Sponsor) establish the acceptable level of risk based on identified risks and operational needs.</i>
		<i>Deliverables: Security Accreditation document</i>
		<i>Time Frames:</i>
		<i>Who's Involved: Information System Security Officer and the Project Manager.</i>
2.6.2	Project Manager reviews, updates and implements Training Plan	<i>Purpose: The Training Plan developed earlier is now reviewed, updated if necessary and executed. Training activities are coordinated and recorded in the National Training Center's Training and Enrollment System.</i>
		<i>Deliverables: The finalized Training Plan</i>
		<i>Time Frames:</i>
		<i>Who's Involved: Project Manager and NTC training representative.</i>
2.6.3	Project Manager oversees delivery of User Training	<i>Purpose: It is the Project Manager's responsibility to ensure that the training is being provided to the users as plan.</i>
		<i>Deliverables:</i>
		<i>Time Frames:</i>
		<i>Who's Involved: Project Manager and NTC training representative.</i>
2.6.4	Project Manager Updates Project Plan	<i>Purpose: Before entering the Operational Readiness Review, the Project Plan and Project Schedule must be evaluated and revised where appropriate. Detailed Project close-out activities should be included at this time.</i>
		<i>Deliverables: An updated project plan and schedule.</i>
		<i>Time Frames:</i>
		<i>Who's Involved: Project Manager</i>
2.6.5	Project Team	<i>Purpose:</i>

installs system

Number	Phase/Stage/Task	Process Description
		Deliverables:
		Time Frames:
		Who's Involved:
2.6.6	Project Manager and Project Team document Lessons Learned	<i>Purpose: The Project Team is responsible for conducting a post-deployment project evaluation. This evaluation reviews and critiques the project's execution as it proceeded through the system development life cycle. The Project Team recommends process and project improvements. This evaluation is used to guide future projects, review the system's quality, and recommend any system enhancements for future releases.</i>
		Deliverables: <i>A Lessons Learned Document</i>
		Time Frames:
		Who's Involved: <i>This document is distributed to the: Project Sponsor, Project Management Team, Project CM File, and to the System Coordination Office (Process Improvement Team)</i>
2.6.7	Project Sponsor calls for and chairs Operational Readiness Review	<i>Purpose: The Operational Readiness Review is chaired by the Project Sponsor and/or User representative. The Operational Readiness Review is the final major milestone review where the go/no-go decision point ensures completion of all activities required for full production mode of the system.</i>
		Deliverables:
		Time Frames:
		Who's Involved:

Number	Phase/Stage/Task	Process Description
2.6.8	Operational Readiness Review (ORR) Team conduct ORR and develops findings and recommendations	<p>Purpose: <i>The ORR Review Team reviews/ensures that:</i></p> <ul style="list-style-type: none"> • <i>Security Accreditation has been completed</i> • <i>All training has been or will be completed as identified within the Training Plan</i> • <i>All data conversions are complete</i> • <i>Field sites are prepared to receive the system</i> • <i>Any outstanding problems are acceptable to the user</i> <p><i>During the ORR the presenters provide evidence that:</i></p> <ul style="list-style-type: none"> • <i>All required work products are available and up-to-date</i> • <i>The project's implementation, deployment, and operations plans are realistic</i> • <i>The Production Baseline is complete, correct, and verified</i> • <i>Lessons learned have been documented</i> • <i>All Test Problem Reports (TPRs) and Acceptance Problem Reports (APRs) have been completed, accepted by the user, or a plan put in place to correct the problem</i> • <i>All affected support organizations are aware of, and in agreement with, the schedules defined</i> • <i>Post-Deployment Reviews have been planned as required.</i>
		Deliverables: <i>Findings and Recommendations of the ORR</i>
		Time Frames:
		<p>Who's Involved: <i>Project Manager and ORR Team members.</i></p> <p><i>Project Analysts/Designers/Developers, Business Sponsor/User Representatives, Project Quality Assurance (QA) Team members, Configuration Management (CM) Team representatives, Data Administration Team (DAT) representatives, AIS Security Team representatives, Training/Documentation Team representative, Operations representatives, and SCO and IMG representatives.</i></p>
2.6.9	Project Sponsor reviews ORR findings and recommendations	<p>Purpose: <i>The Project Sponsor reviews the findings and recommendations of the Project Manager in order to make a decision on operational readiness.</i></p>
		Deliverables:
		Time Frames:
		Who's Involved:

Number	Phase/Stage/Task	Process Description
2.6.10	Project Sponsor accepts findings and recommendations from the ORR	<p>Purpose: <i>Upon completing review, the Project Sponsor decides one of the following:</i></p> <ul style="list-style-type: none"> • Approval - <i>Deployment planning is satisfactory and the project may continue</i> • Limited approval - <i>Action items require closure before the project can proceed</i> • Returned - <i>Deployment readiness review results are unacceptable and must be redone and/or the Production Baseline or functionality is deficient, and the project must be re-approved after negotiation with the Business Sponsor, senior management, and/or the ITIB, as appropriate.</i>
		Deliverables:
		Time Frames:
		Who's Involved:
2.6.11	Project Sponsor presents decision to deploy to ITIB	<p>Purpose: <i>This is the Project Sponsors opportunity to brief the ITIB on the system's implementation readiness.</i></p>
		Deliverables:
		Time Frames:
		Who's Involved: <i>Project Sponsor and Project Manager.</i>
2.6.12	ITIB concurs with Sponsor's recommendation to deploy system	<p>Purpose: <i>This is the official go-nogo decision on implementation of the system.</i></p>
		Deliverables: <i>A record of decision is signed by the ITIB</i>
		Time Frames:
		Who's Involved: <i>ITIB members and the ITIB Chair, ITIB executive secretariat</i>
2.6.13	Project Manager prepares an Operational Readiness Review Memorandum for the Project Sponsor's signature	<p>Purpose: <i>The Project Manager prepares the draft Operational Readiness Review Memorandum for the Project Sponsors signature.</i></p>
		Deliverables:
		Time Frames:
		Who's Involved:

Number	Phase/Stage/Task	Process Description
2.6.14	Project Sponsor reviews, signs and sends ORR memo back to the PM with CC to SCO	Purpose:
		Deliverables:
		Time Frames:
		Who's Involved: <i>Project Sponsor, Project Manager, and the SCO</i>
2.6.15	Project Manager initiates Project Close-out Activities	Purpose: <i>Now is the time to begin the detail planning of the activities associated with the closing out of the project. This will require updating the project plan. See SCO's Best Management Practices for Managing a Project Closeout.</i>
		Deliverables:
		Time Frames:
		Who's Involved: <i>Project Manager and Integrated Project Team</i>